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**MEDICARE –
COORDINATION
OF BENEFITS**

Section 111 COB Secure Web Site Account Designee Registration

Version 6.0, 3/31/2013
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Slide notes

Welcome to the Section 111 Coordination of Benefits Secure Web Site (COBSW) Account Designee Registration course.

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Disclaimer

While all information in this document is believed to be correct at the time of writing, this CBT is for educational purposes only and does not constitute official CMS instructions for the MMSEA Section 111 implementation. All affected entities are responsible for following the instructions found at the following link: <http://www.cms.gov/MandatoryInsRep>.

Slide notes

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Course Overview

- Account Designee
 - Description
 - Registration process
- Login ID/Password guidelines



Slide notes

The topics in this course include: a summary of the Account Designee's user role and registration process and Login ID and Password guidelines.

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Account Designees

- Optional users associated with RRE ID account
- Assist Account Manager
- Can
 - Perform most functions
 - Submit Section 111 files
- Cannot
 - Invite additional users
 - Update company information

Slide notes

Account Designees are optional users associated with an Responsible Reporting Entity (RRE) ID account who assist the Account Manager in managing the RRE account and data file exchange.

As an Account Designee, you will be able to perform most of the functions on the site, including submitting Section 111 files, but will not be able to invite additional users

to be associated with the RRE ID nor may you update RRE ID company information. Only the Account Manager can invite and manage the users associated with the RRE ID.

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Account Designees

- Assigned by Account Manager
- Sent invitation E-mail with URL
- Receives Pass Phrase
- Registers on Section 111 COBSW
- Only need one Login ID

Slide notes

Account Designees are assigned by the Account Manager. After the Account Manager adds the Account Designee to the RRE ID account, the system sends an invitation E-mail to the Account Designee, containing a specific URL. It is necessary for the Account Designee to use this URL, as it contains a specific token which allows access to the registration site.

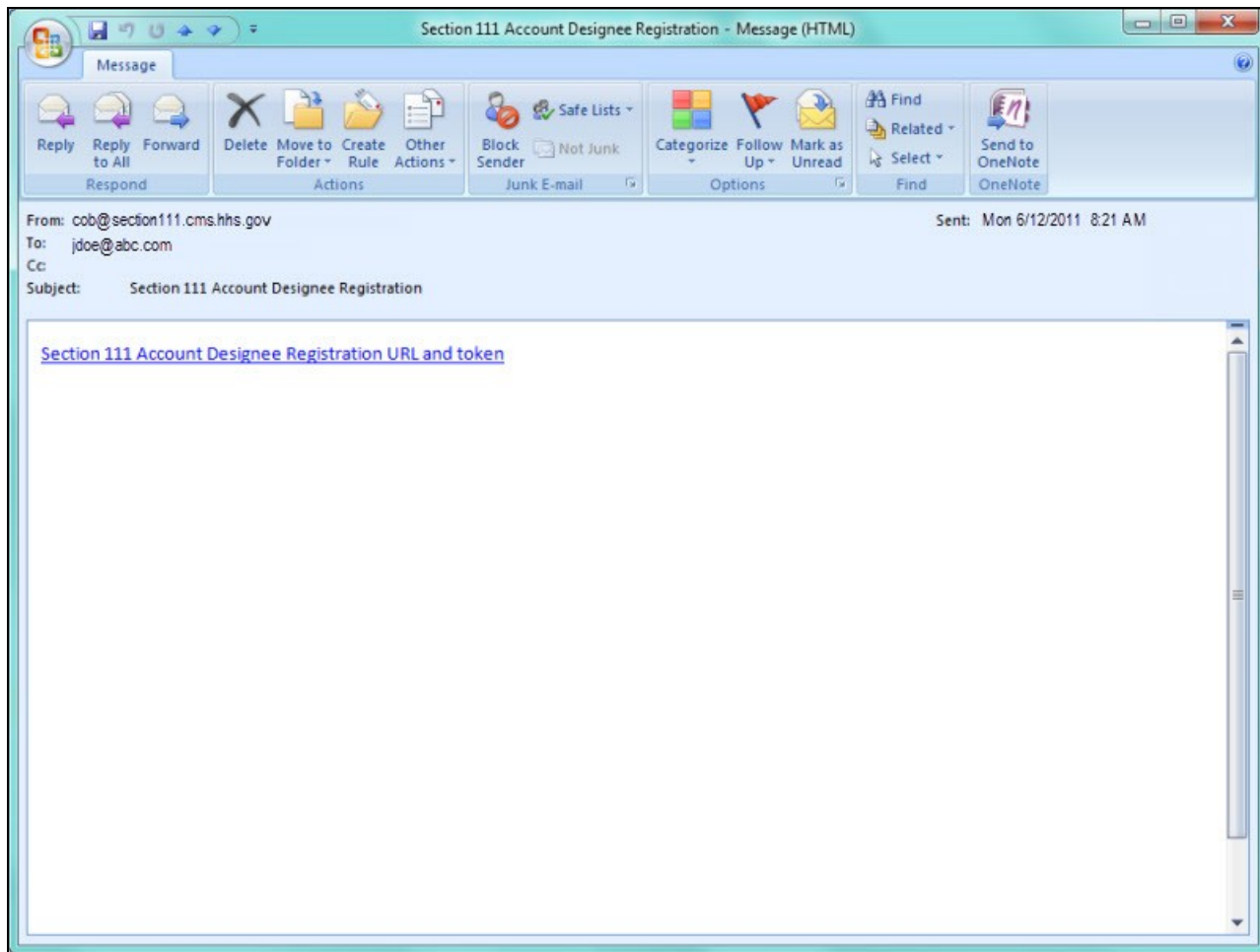
The Account Designee will also verbally receive a Pass Phrase from the Account Manager that must be entered during the Account Designee's registration.

An Account Designee registers on the Section 111 COBSW, using the information contained in the system-generated E-mail sent to him/her and the Pass Phrase given to him/her by the Account Manager.

You will only go through this process once as you need only one Login ID no matter how many RREs you will work with.

To successfully register as an Account Designee, follow the steps outlined in this course.


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Slide notes

Click on the URL and token provided in the invitation E-mail sent by the Coordination of Benefits Contractor (COBC).


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Section 111 Mandatory Reporting

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Login Warning

 [Print this page](#)

UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW

This Web site is maintained by the U.S. Government and is protected by federal law. Use of this computer system without authority or in excess of granted authority, such as access through use of another's Login ID and/or password, may be in violation of federal law, including the False Claims Act, the Computer Fraud and Abuse Act and other relevant provisions of federal civil and criminal law. Violators will be subject to administrative disciplinary action and civil and criminal penalties including civil monetary penalties.

For site security purposes we employ software programs to monitor and identify unauthorized access, unauthorized attempts to upload or change information, or attempts to otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual and may be used for administrative, criminal or other adverse action. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

Privacy Act Statement

The collection of this information is authorized by 42 U.S.C. 1395y(b)(7) & (8). The information collected will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.

SAFEGUARDING & LIMITING ACCESS TO EXCHANGED DATA

I agree to establish and implement proper safeguards against unauthorized use and disclosure of the data exchanged for the purposes of complying with the Medicare Secondary Payer Mandatory Reporting Provisions in Section 111 of the Medicare, Medicaid and SCHIP Extension Act (MMSEA) of 2007. Proper safeguards shall include the adoption of policies and procedures to ensure that the data obtained shall be used solely in accordance with Section 1106 of the Social Security Act [42 U.S.C. § 1306], Section 1874(b) of the Social Security Act [42 U.S.C. § 1395k(b)], Section 1862(b) of the Social Security Act [42 U.S.C. § 1395y(b)], and the Privacy Act of 1974, as amended [5 U.S.C. § 552a]. The Responsible Reporting Entity (RRE) and its duly authorized agent for this Section 111 reporting, if any, shall establish appropriate administrative, technical, procedural, and physical safeguards to protect the confidentiality of the data and to prevent unauthorized access to the data provided by CMS. I agree that the only entities authorized to have access to the data are CMS, the RRE or its authorized agent for Mandatory Reporting. RREs must ensure that agents reporting on behalf of multiple RREs will segregate data reported on behalf of each unique RRE to limit access to only the RRE and CMS and the agent. Further, RREs must ensure that access by the agent is limited to instances where it is acting solely on behalf of the unique RRE on whose behalf the data was obtained. I agree that the authorized representatives of CMS shall be granted access to premises where the Medicare data is being kept for the purpose of inspecting security arrangements confirming whether the RRE and its duly authorized agent, if any, is in compliance with the security requirements specified above. Access to the records matched and to any records created by the matching process shall be restricted to authorized CMS and RRE employees, agents and officials who require access to perform their official duties in accordance with the uses of the information as authorized under Section 111 of the MMSEA of 2007. Such personnel shall be advised of (1) the confidential nature of the information, (2) safeguards required to protect the information, and (3) the administrative, civil and criminal penalties for noncompliance contained in applicable Federal laws.

[I Accept](#)
[Decline](#)

Slide notes

The Login Warning page displays, detailing the Data Use Agreement.

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Section 111
Mandatory Reporting



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[I Accept](#)
[Decline](#)

Slide notes

The Login Warning page may be printed by clicking the Print this page link in the upper right-hand corner of the page.


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Section 111 Mandatory Reporting

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Login Warning

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For site security purposes we employ software programs to monitor and identify unauthorized access, unauthorized attempts to upload or change information, or attempts to otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual and may be used for administrative, criminal or other adverse action. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

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[I Accept](#)

[Decline](#)

Slide notes

Review the Data Use Agreement. If you agree to the terms, click the I Accept link.

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Account Designee Registration

You have been assigned as a Designee to the following Responsible Reporting Entity:

RRE Name: Company ABC

RRE Account Manager Information:

Jane Doe
Manager
123 Street
Towson, MD 21204
ENTIN: 123456789
Telephone: (800) 234-5678
Email: jdoe@abc.com

To set up a Login ID for you to act as a Designee, you will need the pass-phrase created by the Account Manager.
If you do not have the pass-phrase, please contact the above Account Manager.

Enter the pass-phrase:

You must read the User Agreement provided in the scrolling box. To accept the agreement, click the checkbox. You must accept and agree to the terms of the User Agreement in order to continue through the registration process.

[View and print the agreement below](#)

User Agreement

THE FOLLOWING DESCRIBES THE TERMS AND CONDITIONS BY WHICH THE CENTERS FOR MEDICARE MEDICAID SERVICES (CMS) OFFERS YOU ACCESS TO THE COORDINATION OF BENEFITS (COB) SECURE WEB SITE

You must read and accept the terms and conditions contained in this User Agreement expressly set out below and incorporated by reference before you may access the COB Secure Website

Please check the following box:

☐ I accept the User Agreement and Privacy Policy above

Slide notes

The Registration page informs you that you have been assigned as an Account Designee for the Responsible Reporting Entity (RRE) listed on this page.

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Account Designee Registration

You have been assigned as a Designee to the following Responsible Reporting Entity:

RRE Name: Company ABC

RRE Account Manager Information:

Jane Doe
Manager
123 Street
Towson, MD 21204
ENTIN: 123456789
Telephone: (800) 234-5678
Email: jdoe@abc.com

To set up a Login ID for you to act as a Designee, you will need the pass-phrase created by the Account Manager.
If you do not have the pass-phrase, please contact the above Account Manager.

Enter the pass-phrase:

You must read the User Agreement provided in the scrolling box. To accept the agreement, click the checkbox. You must accept and agree to the terms of the User Agreement in order to continue through the registration process.

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Please check the following box:

☐ I accept the User Agreement and Privacy Policy above

Slide notes

Enter the Pass Phrase provided earlier by the Account Manager. The Pass Phrase is case-sensitive.

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Account Designee Registration

You have been assigned as a Designee to the following Responsible Reporting Entity:

RRE Name: Company ABC

RRE Account Manager Information:

Jane Doe
Manager
123 Street
Towson, MD 21204
ENTIN: 123456789
Telephone: (800) 234-5678
Email: jdoe@abc.com

To set up a Login ID for you to act as a Designee, you will need the pass-phrase created by the Account Manager.
If you do not have the pass-phrase, please contact the above Account Manager.

Enter the pass-phrase:

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Please check the following box:

☒ I accept the User Agreement and Privacy Policy above

Slide notes

Read the User Agreement. If you accept the terms, check the I Accept box.

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Account Designee Registration

You have been assigned as a Designee to the following Responsible Reporting Entity:

RRE Name: Company ABC

RRE Account Manager Information:

Jane Doe
Manager
123 Street
Towson, MD 21204
ENTIN: 123456789
Telephone: (800) 234-5678
Email: jdoe@abc.com

To set up a Login ID for you to act as a Designee, you will need the pass-phrase created by the Account Manager.
If you do not have the pass-phrase, please contact the above Account Manager.

Enter the pass-phrase:

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Please check the following box:

☒ I accept the User Agreement and Privacy Policy above

Slide notes

Click the Continue button.

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Account Designee Personal Information

To set up a Login ID for you to act as a Designee, we need additional information from you. This page requests that you provide personal information about yourself including your contact information. All required fields must be completed in order to continue through the registration process.

*** Required**

First Name:*

Last Name:*

Title:*

E-mail Address:*

Work phone number:*

Mailing Address

Street Line 1:*

Street Line 2:

City, State, Zip:* , -

Slide notes

The Account Designee Personal Information page displays.

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Account Designee Personal Information

To set up a Login ID for you to act as a Designee, we need additional information from you. This page requests that you provide personal information about yourself including your contact information. All required fields must be completed in order to continue through the registration process.

*** Required**

First Name:*	<input type="text" value="Jane"/>
Last Name:*	<input type="text" value="Doe"/>
Title:*	<input type="text" value="Manager"/>
E-mail Address:*	<input type="text" value="jdoe@abccom"/>
Work phone number:*	<input type="text" value="800-234-5678"/>
Mailing Address	
Street Line 1:*	<input type="text" value="123 Street"/>
Street Line 2:	<input type="text"/>
City, State, Zip:*	<input type="text" value="Iowson"/> , <input type="text" value="MD"/> <input type="text" value="21204"/> - <input type="text"/>

Slide notes

Enter the required information and click the Continue button.

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Account Designee Personal Information

To set up a Login ID for you to act as a Designee, we need additional information from you. This page requests that you provide personal information about yourself including your contact information. All required fields must be completed in order to continue through the registration process.

*** Required**

First Name:*	<input type="text" value="Jane"/>
Last Name:*	<input type="text" value="Doe"/>
Title:*	<input type="text" value="Manager"/>
E-mail Address:*	<input type="text" value="jdoe@abccom"/>
Work phone number:*	<input type="text" value="800-234-5678"/>
Mailing Address	
Street Line 1:*	<input type="text" value="123 Street"/>
Street Line 2:	<input type="text"/>
City, State, Zip:*	<input type="text" value="Iowson"/> , <input type="text" value="MD"/> <input type="text" value="21204"/> - <input type="text"/>

Slide notes

For NGHP, foreign RREs select "Foreign Country" from the State dropdown menu. The rest of the address fields are not required.

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■ Password cannot contain your Login ID

■ Password must be 8 characters in length

■ Password must be at least one upper case letter, one lower case letter, and one number

■ Password must be different from the last 6 passwords

■ The first character of your password may not be numeric (0-9)

■ Password cannot be changed more than once per day

■ Password cannot contain reserved words listed on the help page

Login ID:*

Password:*

Re-enter Password:*

Select two Security Questions below and provide answers. These Security Questions allow you to regain access if you forget your Login ID or Password. It is important that you remember the answers to these questions.

Security Question 1:*

Answer 1:*

Security Question 2:*

Answer 2:*

Slide notes

The Account Designee Login Information page displays.

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Login ID and Password

- Login IDs
 - Must be 7 characters
 - Must be in the format of AA999AA
- Passwords
 - Must be changed every 60 days
 - Must be 8 characters in length
 - Must contain a mix of upper case letters, lower case letters, and numbers
 - Cannot be changed more than once per day
 - Cannot contain a user's Login ID
 - Cannot begin with a number
 - Must be different from the last 6 Passwords
 - Cannot contain a reserved word
 - If changed by user in a COBSW application, changed in all applications

Slide notes

A Login ID and Password are needed to access the Section 111 COBSW. You must set up a Login ID and Password using the following guidelines.

Login IDs must be 7 characters; Login IDs must be in the format of AA999AA (first two alphabetic, next three numeric, last two alphabetic);

Passwords must be changed every 60 days; Passwords must be 8 characters in length; Passwords must contain a mix of upper case letters, lower case letters, and numbers

(at least one of each type must be included); Passwords cannot be changed more than once per day; Passwords cannot contain a user's Login ID;

Passwords cannot begin with a number; Passwords must be different from the last 6 Passwords; Passwords cannot contain a reserved word.

If a user changes their Password in another COBSW application, it will be changed in all COBSW applications.

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■ Password cannot contain your Login ID

■ Password must be 8 characters in length

■ Password must be at least one upper case letter, one lower case letter, and one number

■ Password must be different from the last 6 passwords

■ The first character of your password may not be numeric (0-9)

■ Password cannot be changed more than once per day

■ Password cannot contain reserved words listed on the help page

Login ID:*

Password:*

Re-enter Password:*

Select two Security Questions below and provide answers. These Security Questions allow you to regain access if you forget your Login ID or Password. It is important that you remember the answers to these questions.

Security Question 1:*

Answer 1:*

Security Question 2:*

Answer 2:*

Slide notes

Enter a Login ID and Password using the guidelines.

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■ Password cannot contain your Login ID

■ Password must be 8 characters in length

■ Password must be at least one upper case letter, one lower case letter, and one number

■ Password must be different from the last 6 passwords

■ The first character of your password may not be numeric (0-9)

■ Password cannot be changed more than once per day

■ Password cannot contain reserved words listed on the help page

Login ID:*

Password:*

Re-enter Password:*

Select two Security Questions below and provide answers. These Security Questions allow you to regain access if you forget your Login ID or Password. It is important that you remember the answers to these questions.

Security Question 1:*

Answer 1:*

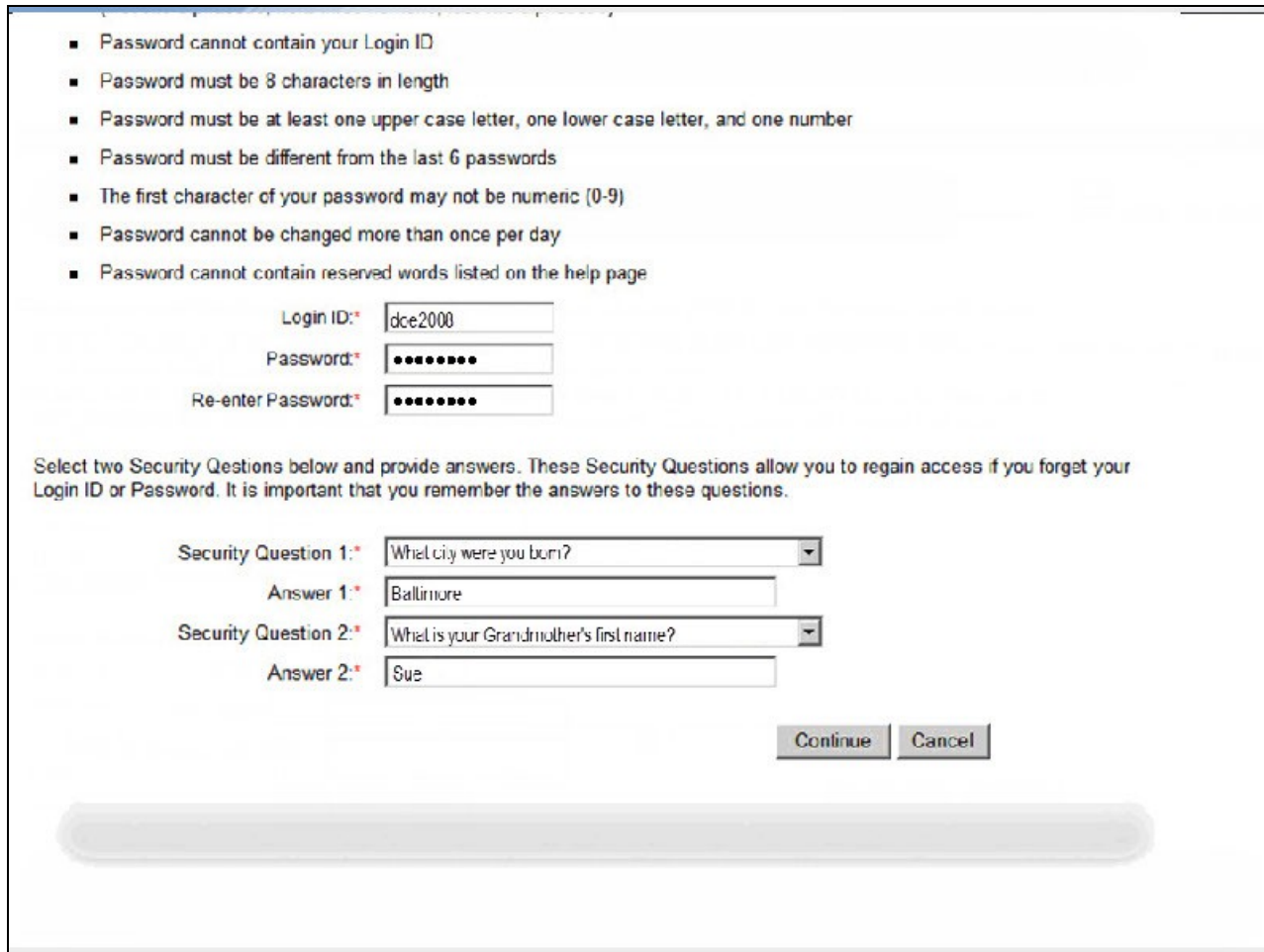
Security Question 2:*

Answer 2:*

Slide notes

Select and answer two security questions.

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A screenshot of a web form for Account Designee Registration. The form is enclosed in a thin black border. At the top, there is a list of seven password requirements, each preceded by a small square bullet point. Below the list are three input fields: 'Login ID:' with the text 'dce2000', 'Password:' with eight dots, and 'Re-enter Password:' with eight dots. Each field has a small red asterisk to its left. Below these fields is a paragraph of text explaining the purpose of the security questions. This is followed by two sets of questions. Each set consists of a dropdown menu for the question and a text input field for the answer. The first question is 'What city were you born?' with the answer 'Ballinure'. The second question is 'What is your Grandmother's first name?' with the answer 'Sue'. At the bottom right of the form area are two buttons: 'Continue' and 'Cancel'. Below the buttons is a long, light gray rounded rectangle.

- Password cannot contain your Login ID
- Password must be 8 characters in length
- Password must be at least one upper case letter, one lower case letter, and one number
- Password must be different from the last 6 passwords
- The first character of your password may not be numeric (0-9)
- Password cannot be changed more than once per day
- Password cannot contain reserved words listed on the help page

Login ID:* dce2000

Password:* ●●●●●●●●

Re-enter Password:* ●●●●●●●●

Select two Security Questions below and provide answers. These Security Questions allow you to regain access if you forget your Login ID or Password. It is important that you remember the answers to these questions.

Security Question 1:* What city were you born? ▼

Answer 1:* Ballinure

Security Question 2:* What is your Grandmother's first name? ▼

Answer 2:* Sue


Continue Cancel

Slide notes

Click Continue.

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Designee Summary

 [Print this page](#)

Please review your personal and login information. If you need to change the information, click the 'Edit' button in the applicable section.
Print this page for your records.


Account Designee Personal Information	Account Designee Login Information
Jane Doe Manager 123 Street Towson, MD 21204 EIN/TIN: 123456789 Telephone: (800) 234-5678 Fax: (410) 333-9000 Email: jdoe@abc.com	Login ID: dce2008 Security Question 1: What city were you born? Baltimore Security Question 2: What is your Grandmother's first name? Sue
<input type="button" value="Edit"/>	<input type="button" value="Edit"/>

Slide notes

The Designee Summary page displays. This page provides a summary of all of the information you have entered.

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Designee Summary

 [Print this page](#)

Please review your personal and login information. If you need to change the information, click the 'Edit' button in the applicable section.
Print this page for your records.


Account Designee Personal Information	Account Designee Login Information
Jane Doe Manager 123 Street Towson, MD 21204 EIN/TIN: 123456789 Telephone: (800) 234-5678 Fax: (410) 333-9000 Email: jdoe@abc.com <input type="button" value="Edit"/>	Login ID: dce2008 Security Question 1: What city were you born? Baltimore Security Question 2: What is your Grandmother's first name? Sue <input type="button" value="Edit"/>

Slide notes

Review the summary information. If changes are required, click the Edit button beneath the appropriate section and make any necessary changes.

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Designee Summary

 [Print this page](#)

Please review your personal and login information. If you need to change the information, click the 'Edit' button in the applicable section.
Print this page for your records.

Account Designee Personal Information	Account Designee Login Information
Jane Doe Manager 123 Street Towson, MD 21204 EIN/TIN: 123456789 Telephone: (800) 234-5678 Fax: (410) 333-9000 Email: jdoe@abc.com	Login ID: dce2008 Security Question 1: What city were you born? Baltimore Security Question 2: What is your Grandmother's first name? Sue
<input type="button" value="Edit"/>	<input type="button" value="Edit"/>
<input type="button" value="Continue"/>	

Slide notes

Once all information is correct, click the Continue button.

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Thank You

You have successfully completed the initial registration step for the Section 111 COBSW. Please print this page for your records.

Your assigned RRE ID:
10520

Your assigned EDI Representative:

The following individual has been assigned as your EDI representative, contact the EDI representative if you any questions regarding the RRE account. Please have your above account number available for reference.

Evan Zucker
Telephone: 646-447-2023
Email: ezucker@ghimedicare.com

Your EDI Representative is your main contact for your Section 111 RRE ID account, file transmission and reporting issues.

Next Steps

Now that this RRE ID registration has been submitted, the information provided will be validated by the COBC. Once this is completed, the COBC will send a letter to the named Authorized Representative with the RRE ID and associated personal identification number (PIN).

Your Authorized Representative must give this RRE ID and PIN to your Account Manager who will return to the Section 111 COBSW to complete Step 2, Account Setup.

If you do not receive your mailing within 10 business days, please contact your assigned EDI Representative.

[Section 111 Home](#)

Slide notes

The Thank You page displays describing the next steps in the process. You should print this page for your records and store in a secure location.

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Thank You

You have successfully completed the initial registration step for the Section 111 COBSW. Please print this page for your records.

Your assigned RRE ID:
10520

Your assigned EDI Representative:

The following individual has been assigned as your EDI representative, contact the EDI representative if you any questions regarding the RRE account. Please have your above account number available for reference.

Evan Zucker
Telephone: 646-447-2023
Email: ezucker@ghimedicare.com

Your EDI Representative is your main contact for your Section 111 RRE ID account, file transmission and reporting issues.

Next Steps

Now that this RRE ID registration has been submitted, the information provided will be validated by the COBC. Once this is completed, the COBC will send a letter to the named Authorized Representative with the RRE ID and associated personal identification number (PIN).

Your Authorized Representative must give this RRE ID and PIN to your Account Manager who will return to the Section 111 COBSW to complete Step 2, Account Setup.

If you do not receive your mailing within 10 business days, please contact your assigned EDI Representative.

[Section 111 Home](#)

Slide notes

This page also lists your assigned RRE ID which is the RRE account to which you have been assigned.

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Thank You

You have successfully completed the initial registration step for the Section 111 COBSW. Please print this page for your records.

Your assigned RRE ID:
10520

Your assigned EDI Representative:

The following individual has been assigned as your EDI representative, contact the EDI representative if you any questions regarding the RRE account. Please have your above account number available for reference.

Evan Zucker
Telephone: 646-447-2023
Email: ezucker@ghimedicare.com

Your EDI Representative is your main contact for your Section 111 RRE ID account, file transmission and reporting issues.

Next Steps

Now that this RRE ID registration has been submitted, the information provided will be validated by the COBC. Once this is completed, the COBC will send a letter to the named Authorized Representative with the RRE ID and associated personal identification number (PIN).

Your Authorized Representative must give this RRE ID and PIN to your Account Manager who will return to the Section 111 COBSW to complete Step 2, Account Setup.

If you do not receive your mailing within 10 business days, please contact your assigned EDI Representative.

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Slide notes

Additionally, this page identifies the Electronic Data Interchange (EDI) Representative for this RRE ID. This EDI Representative can assist with questions regarding the RRE account.

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Thank You

You have successfully completed the initial registration step for the Section 111 COBSW. Please print this page for your records.

Your assigned RRE ID:
10520

Your assigned EDI Representative:

The following individual has been assigned as your EDI representative, contact the EDI representative if you any questions regarding the RRE account. Please have your above account number available for reference.

Evan Zucker
Telephone: 646-447-2023
Email: ezucker@ghimedicare.com

Your EDI Representative is your main contact for your Section 111 RRE ID account, file transmission and reporting issues.

Next Steps

Now that this RRE ID registration has been submitted, the information provided will be validated by the COBC. Once this is completed, the COBC will send a letter to the named Authorized Representative with the RRE ID and associated personal identification number (PIN).

Your Authorized Representative must give this RRE ID and PIN to your Account Manager who will return to the Section 111 COBSW to complete Step 2, Account Setup.

If you do not receive your mailing within 10 business days, please contact your assigned EDI Representative.

[Section 111 Home](#)

Slide notes

Click the Section 111 Home link to go to the Home page to login to the site to manage RRE account information.

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Thank You

You have successfully completed the initial registration step for the Section 111 COBSW. Please print this page for your records.

Your assigned RRE ID:
10520

Your assigned EDI Representative:

The following individual has been assigned as your EDI representative, contact the EDI representative if you any questions regarding the RRE account. Please have your above account number available for reference.

Evan Zucker
Telephone: 646-447-2023
Email: ezucker@ghimedicare.com

Your EDI Representative is your main contact for your Section 111 RRE ID account, file transmission and reporting issues.

Next Steps

Now that this RRE ID registration has been submitted, the information provided will be validated by the COBC. Once this is completed, the COBC will send a letter to the named Authorized Representative with the RRE ID and associated personal identification number (PIN).

Your Authorized Representative must give this RRE ID and PIN to your Account Manager who will return to the Section 111 COBSW to complete Step 2, Account Setup.

If you do not receive your mailing within 10 business days, please contact your assigned EDI Representative.

[Section 111 Home](#)

Slide notes

You have successfully completed self-registration on the Section 111 COBSW.

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You have completed the Section 111 COBSW Account Designee Registration course. Information in this presentation can be referenced by using the Section 111 COBSW User Guide's table of contents which can be accessed after logging in to the Section 111 COBSW. To close this course, press the "x" button in the upper-right hand corner of the window.

Slide notes